

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

Schedule  
No. 1971

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page  
No. 1

Department of the Environment, Waste Management Administration, Environmental Response and Restoration Program, CERCLA

AGENCY		DIVISION
Item No.	Description	Retention
1	<u>Site Assessment Case Files</u>  This series contains site specific reports on potentially hazardous waste sites: preliminary assessments, site investigations, hazard ranking system (HRS) score sheets, expanded site investigations as well as selected National Priority List (NPL) site case files.	Retain for 10 years after work is complete. Upon EPA approval, transfer to State Records Center and destroy after 30 years.
2	<u>Remedial Action Case Files</u>  This series contains the site history, correspondence, draft and final copies of reports and work plans, court and/or consent orders and the administrative record, on a site-specific basis, for State Superfund, federal Superfund and federal installation hazardous waste sites undergoing investigation and cleanup.	Retain for 10 years after work is complete. Upon EPA approval, transfer to State Records Center and destroy after 30 years.
3	<u>MDE/CERCLA Administrative Files</u>  This series contains copies of MDE/EPA cooperative agreements, policies and procedures for conducting a CERCLA Program, MDE administrative policies and procedures, and publications relevant to CERCLA activities.	Screen annually and destroy material no longer needed for current business.
4	<u>CERCLA Timekeeping Records</u>  This series contains copies of CERCLA employee timesheets.	Retain for 10 years and until all federal audit requirements have been met, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

10/01/93  
Date

  
Signature

Administrator  
Title

MAR 5 1998  
Date

  
State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>1</u> OF <u>4</u>	
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)		2. DIVISION Waste Management Administration (WAS)		3. UNIT CERCLA	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Site Assessment Case Files				5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)					
Each record contains the following site specific reports on potentially hazardous waste sites: preliminary assessments, site investigations, hazard ranking system score sheets, expanded site investigations, and selected NPL (National Priority List) site case files. These reports are generated during the investigation and assessment of potentially hazardous sites and are used in the planning or remediation of sites determined to be hazardous.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL by MDE Site # <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>60</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>15</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>N/A</u> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Point Breeze, Bldg. 40, 1st floor			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO EPA, Region III, Philadelphia		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) State govt. Article 10-617 and 618			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO CERCLIS - List of MD Dump Sites by EPA Number and County			18. RECOMMENDED RETENTION Retain for 10 years after work is complete. Upon EPA approval, transfer to State Records Center and destroy after 30 years.		
19. NAME AND TITLE OF PREPARER Cathe Hutchins, Admin. Spec.		20. TELEPHONE NUMBER (410) 631-3437		21. DATE October 1, 1993	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
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1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)		2. DIVISION Waste Management Administration (WAS)		3. UNIT CERCLA	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Remedial Action Case Files				5. EARLIEST YEAR/LATEST YEAR 1980 TO present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)					
Each record contains the site history, correspondence, draft and final copies of reports and work plans, court or consent orders and the administrative record on a site-specific basis for State Superfund, federal Superfund, and federal installation hazardous waste sites undergoing investigation and cleanup.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL by MD Site # <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) 60 <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) 20 <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER N/A <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Point Breeze, Bldg. 40, 1st floor			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO EPA, Region III, Philadelphia		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) State govt. Article 10-617 and 618			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO CERCLIS - List of MD Dump Sites by EPA Number and County			18. RECOMMENDED RETENTION Retain for 10 years after work is complete. Upon EPA approval, transfer to State Records Center and destroy after 30 years.		
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1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)		2. DIVISION Waste Management Administration (WAS)		3. UNIT CERCLA	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE MDE CERCLA Administrative Files				5. EARLIEST YEAR/LATEST YEAR 1987 TO present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  MDE/EPA Cooperative Agreements, policies, procedures for conducting a CERCLA Program, publications relevant to CERCLA activities and MDE administrative policies and procedures.					
7. RECORD SERIES FORMAT(S)  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM  <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE  <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK  <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE  <input type="checkbox"/> OTHER (SPECIFY)		8. RECORD SERIES SEQUENCE  <input checked="" type="checkbox"/> ALPHABETICAL  <input type="checkbox"/> NUMERICAL  <input type="checkbox"/> CHRONOLOGICAL  <input type="checkbox"/> GEOGRAPHICAL  <input type="checkbox"/> OTHER (SPECIFY)		9. VOLUME  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) 4 <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)	
				10. ANNUAL ACCUMULATION  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) 1/2 <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER N/A <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Point Breeze, Bldg. 40, 1st floor			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO EPA, Region III, Philadelphia		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) State govt. Article 10-617 and 618			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Screen annually and destroy material no longer needed for current business.		
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DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE CERCLA Timekeeping Records				5. EARLIEST YEAR/LATEST YEAR 1987 TO present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  Copies of employee timesheets.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) 5 <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) 1/2 <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER 1 <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Point Breeze, Bldg. 40, 1st floor			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO MDE Payroll		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) State govt. Article 10-617 and 618			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
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